



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood

Acting President

23 October 2017

IMPORTANT INFORMATION

MEMORANDUM

- TO:** Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Amendment of 1G SBCCC 100.1 – “Definitions”**

On 20 October 2017, the State Board of Community Colleges voted to amend **1G SBCCC 100.1 – “Definitions”** because the proposed amendment to 1D SBCCC 400.1(c) – “Credit Hours” incorporates the definition of “credit hours.” As such, it would be duplicative for the definition of “credit hours” to remain in 1G SBCCC 100.1 – “Definitions.”

The rule will be effective 1 November 2017. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC17-052
E-mail Copy**

Attachment

STATE BOARD OF COMMUNITY COLLEGES CODE
TITLE 1 – COMMUNITY COLLEGES

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS

1G SBCCC 100.1 Definitions

The following definitions apply to this Chapter:

- (1) “Credit Hours”: Shall have the same meaning as in 1D SBCCC 400.1(c).
- (2) “Academic Term Reporting Period”: The calendar year is divided into three academic term reporting periods and are defined as follows:
 - (a) Spring Term (Period 1): January 1 - May 15;
 - (b) Summer Term (Period 2): May 16 - August 14;
 - (c) Fall Term (Period 3): August 15 - December 31.
- (3) “Annual Reporting Period”.
 - (a) Continuing Education. The annual reporting period for continuing education programs is defined as the Spring Term (Period 1), Summer Term (Period 2), and Fall Term (Period 3) reporting periods in a specified calendar year.
 - (b) Curriculum. The annual reporting period for curriculum programs is defined as the Summer Term (Period 2), Fall Term (Period 3), and Spring Term (Period 1) reporting periods completed immediately preceding the end (June 30th) of a specified fiscal year.
- (4) “Budget Full-Time Equivalent (BFTE)” – The number of full-time equivalent (FTE) students for which colleges are funded through State funding formulas.
- (5) “Full-Time Equivalent (FTE) Student” – An amount of instruction that equates to an annual full-time equivalent student as provided by the following definitions:
 - (a) “Continuing Education FTE” – One continuing education FTE equals 688 student hours in membership as defined in 1G SBCCC 200.94.
 - (b) “Curriculum FTE” – One curriculum FTE equals 512 student hours in membership as defined in 1G SBCCC 200.93.

History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;

Eff. September 1, 1993;

Temporary Amendment Eff. June 1, 1997;

Amended Eff. [November 1, 2017](#); [May 1, 2017](#); December 1, 2012; July 1, 1998.